



**Policy:** 4661  
**Procedure:** 4661.08  
**Chapter:** Community Services  
**Rule:** Residential Placement Process

**Effective:** 10/17/06  
**Replaces:** 4630.09  
**Dated:** 06/28/06

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Multi-Disciplinary Team (MDT) ([4320.02](#) procedure) shall make all residential placement decisions for juveniles in secure care jointly. The Community Placement team shall make all residential placement decisions for the juveniles in the community jointly. Participating employees shall recommend the type of placement needed and, if a specific placement has not been chosen, the community placement team shall decide the placement or program to which the juveniles is assigned or referred.

**Rules:**

1. The **COMMUNITY PLACEMENT TEAM** shall include representatives from the following areas:
  - a. Community Services Placement Coordinator;
  - b. Family Services Coordinator;
  - c. Education Transition Coordinator;
  - d. Vocational Rehabilitation Counselor;
  - e. Parole Officer;
  - f. Parole Supervisor;
  - g. Parent;
  - h. Juvenile; and
  - i. Provider.
2. The **MULTI-DISCIPLINARY TEAM (MDT)** shall:
  - a. Be aware of all service options to which the juvenile has participated including at the county level while the juvenile is on probation;
  - b. Generate a Service Request in Youthbase and include in the comment section the date the case was staffed with the team.
3. **PLACEMENT COORDINATORS** shall keep a record of all cases staffed.
4. The **PAROLE SUPERVISOR** or **COMMUNITY SERVICES ADMINISTRATOR** shall not approve any Service Request unless there is verifiable evidence that the case was staffed in the above manner. If there is a crisis, the **PAROLE SUPERVISOR OR COMMUNITY SERVICES** may staff the juvenile's case telephonically or in person after the crisis.
5. The **COMMUNITY SERVICES OVERRIDE TEAM**, consisting of the Community Services Administrator, Community Services Placement Coordinator, Parole Administrator, Community Services Budget Manager, and the Parole Supervisor shall:
  - a. Ensure the length of stay for a juvenile in a group home is **no longer** than 120 days;
  - b. Approve all override extensions. If necessary, in order for the juvenile to meet his/her treatment goals, the team may request extra services be put in place for juveniles while they are in an out-of-home placement in order to address problem areas if it doesn't conflict with the contract in place with that service.
6. The **PAROLE OFFICER** shall make plans for the juvenile's transition from placement when the juvenile has been in placement for 90 days.
7. The **PAROLE OFFICER** may request in-home counseling services for juveniles and/or family. If the provider has contracted for in-home services and refuses to provide those services in the

**Procedure No. 4661.08 Residential Placement Process**

**Page 2 of 2**

juvenile’s home, the **PAROLE OFFICER**, the **FAMILY SERVICES COORDINATOR**, or the **PAROLE SUPERVISOR** shall report the refusal to the Community Services Office.

- 8. **PAROLE OFFICERS/PAROLE SUPERVISORS** shall review all juveniles in placement to determine the necessity for them to remain in placement.
  - a. The **PAROLE OFFICER** shall have a discharge plan for each juvenile in placement within seven days;
  - b. The **PAROLE SUPERVISOR** shall attend staffings with the Parole Officer to examine the discharge plan, to consider the possibility of a less restrictive environment, and to ensure that the programming indicated on the service plan is taking place.
  
- 9. **PAROLE SUPERVISOR(S)** shall:
  - a. Maintain a weekly placement list;
  - b. Describe problem areas completely;
  - c. List problem resolutions;
  - d. Indicate clearly projected completion dates for services for juveniles;
  - e. Review each list to ensure that stated placement deadlines have been met; and
  - f. Forward a copy of the placement list to the Urban/Rural Parole Administrator and to the Community Services Office.

<b>Effective Date:</b>	<b>Approved by Process Owner:</b>	<b>Review Date:</b>	<b>Reviewed By:</b>